



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**LEGAL ANALYST
\$3,715 - \$4,516
ENFORCEMENT BUREAU
SACRAMENTO**

RESPONSIBILITIES: Under the general direction of an attorney; the incumbent performs legal research on departmental policy, procedural matters, legislation, filings, etc.; researches and drafts responses to inquiries of production agents, insurers, attorneys, and the public regarding licensing; drafts legal opinions, pleadings, legislation, bulletins, proposed regulations and initial statements of reasons; reviews and analyzes the impact and propriety of proposed legislation; assists with the production of documents in response to subpoenas, discovery, and Public Records Act requests; interviews and prepares witnesses for depositions and trial testimony; conducts reviews of complex filings; drafts orders accepting or rejecting proposed decisions in whole or in part and drafts responses to requests for reconsideration; prepares files for review in Superior Court; and provides assistance to the Office of the Attorney General. In addition, prepares notices of public hearings; arranges for hearings on proposed regulations; reviews and prepares draft responses to public comments; prepares 15 and 45 day notices; prepares submissions to Office of Administrative Hearings; analyzes OAL comments; and performs other duties to support staff counsel in the conduct of rulemaking proceedings.

DESIRABLE QUALIFICATIONS:

- Knowledge of basic legal concepts, terminology, principles, and procedures;
- Knowledge of legal reference materials;
- Ability to reason logically and accurately analyze situations;
- Prepare reports and summary sheets;
- Draft litigation discovery documents;
- Work cooperatively with attorneys and members of the support staff.

WHO MAY APPLY: Applications will be accepted from State employees at the Legal Analyst classification, those within transfer range, or those with list or reinstatement eligibility. Training and Development Assignments may be considered; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to: Department Of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Legal Analyst 413-132-5237-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3344.

FINAL FILING DATE: July 13, 2007.

NOTE: Interested individuals must submit their application by the final filing date in order to be considered for this position.

Dp6/29/07

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
